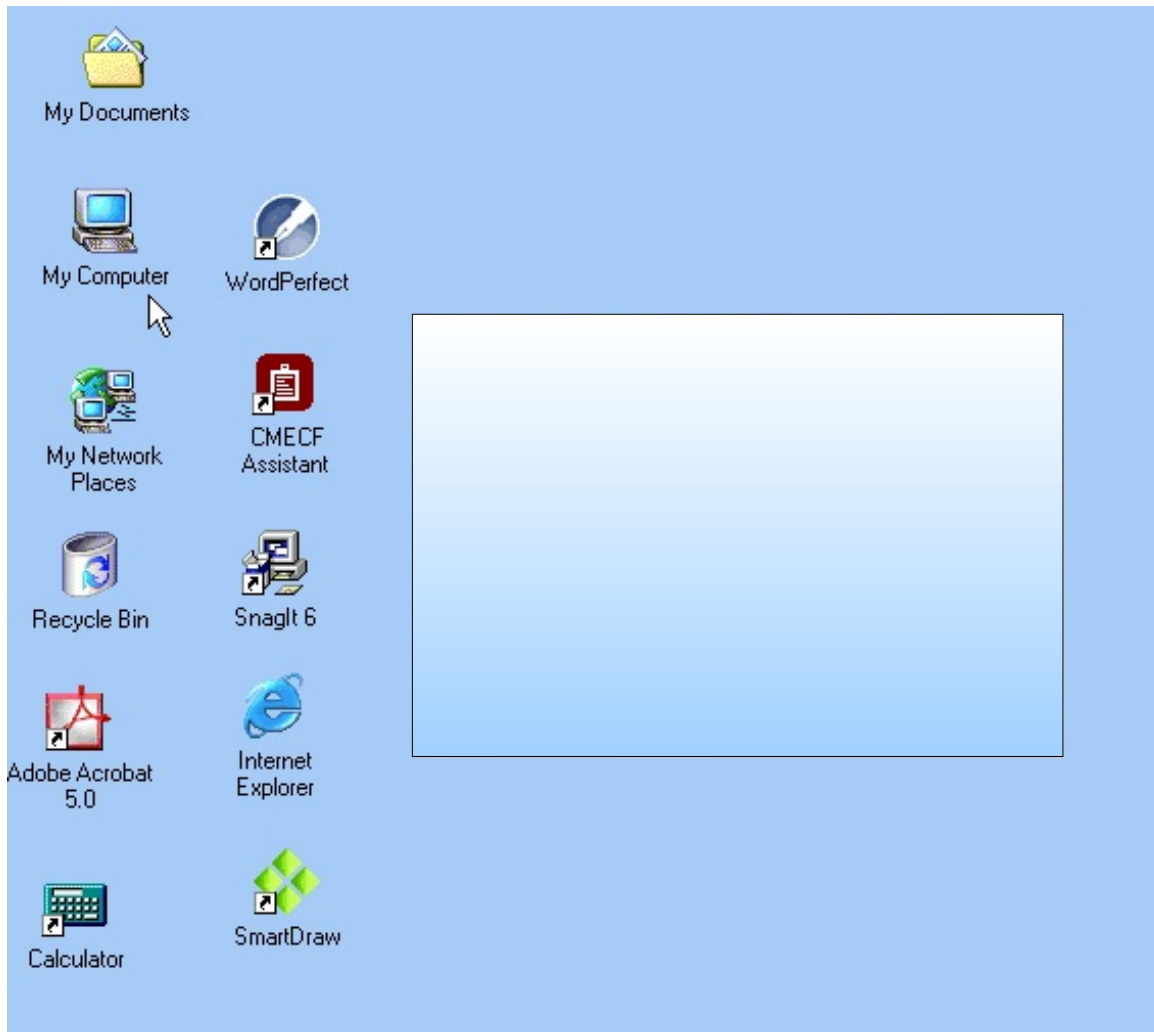













SCANNING DISKS FOR VIRUSES












1. Insert disk into PC and double-click on the *My Computer* icon



2. On the screen that displays, right-click on the *3-1/2 Floppy [A:]* drive if scanning a floppy disk. If scanning a CD you would right-click on the CD drive.

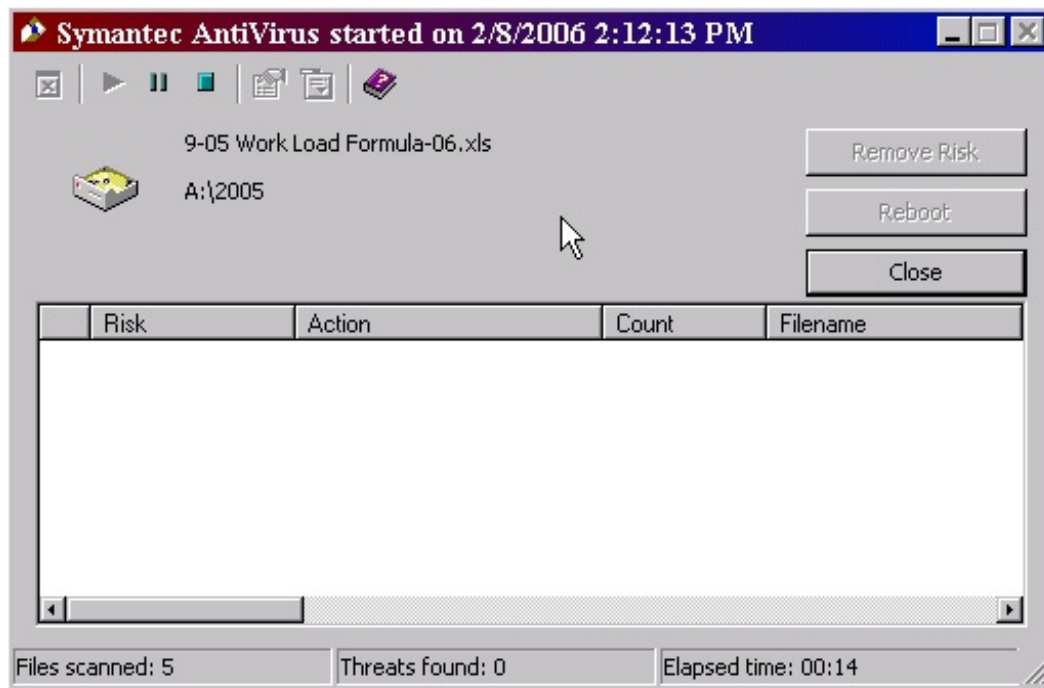
Name	Type ▲	Total Size	Free Space
 3½ Floppy (A:)	3½-Inch Floppy Disk		
 Compact Disc (D:)	Compact Disc		
 Local Disk (C:)	Local Disk	37.2 GB	29.0 GB
 Sys on 'Charleston...	Network Drive	33.6 GB	20.3 GB
 Memo on 'Charlest...	Network Drive	33.6 GB	20.3 GB
 Bailey on 'Charlest...	Network Drive	33.6 GB	20.3 GB
 Common on 'Charl...	Network Drive	8.22 GB	3.11 GB
 Clerk on 'Charlesto...	Network Drive	33.6 GB	20.3 GB
 Sys on 'Charleston...	Network Drive	33.6 GB	20.3 GB
 Public on 'Charlest...	Network Drive	33.6 GB	20.3 GB
 Control Panel	System Folder		

3. Click on *Scan for Viruses*

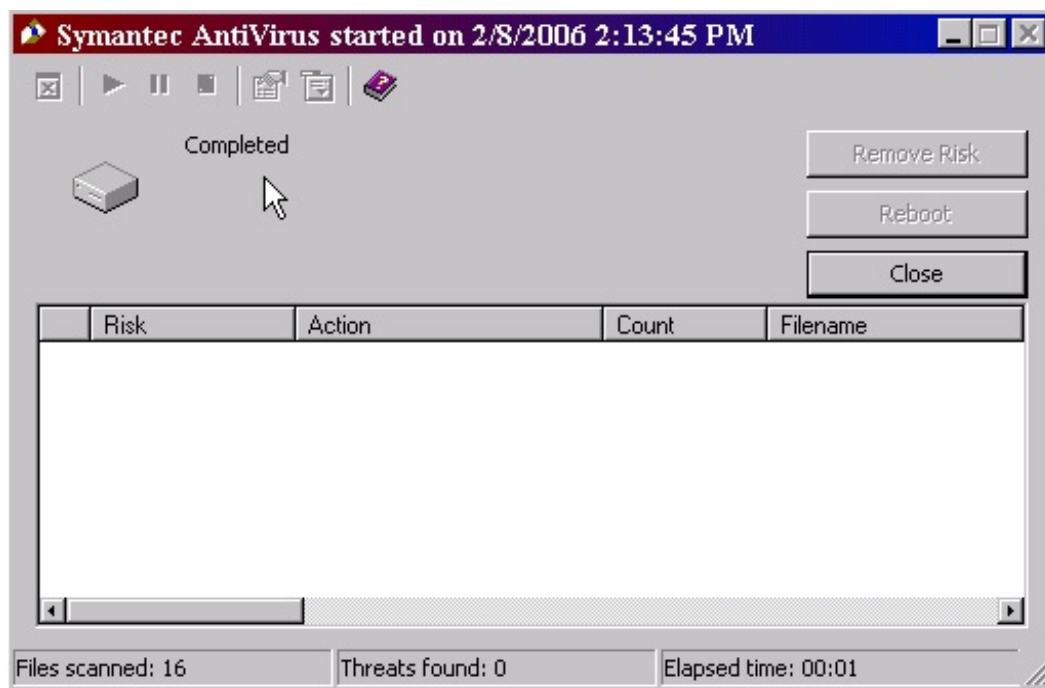
Name	Type ▲	Total Size	Free Space
 3½ Floppy (A:)	3½-Inch Floppy Disk		
 Compact Disc (D:)	Compact Disc		
 Local Disk (C:)	Local Disk	37.2 GB	29.0 GB
 Sys on 'Charleston...	Network Drive	33.6 GB	20.3 GB
 Memo on 'Charlest...	Network Drive	33.6 GB	20.3 GB
 Bailey on 'Charlest...	Network Drive	33.6 GB	20.3 GB
 Common on 'Charl...	Network Drive	8.22 GB	3.11 GB
 Clerk on 'Charlesto...	Network Drive	33.6 GB	20.3 GB
 Sys on 'Charleston...	Network Drive	33.6 GB	20.3 GB
 Public on 'Charlest...	Network Drive	33.6 GB	20.3 GB
 Control Panel	System Folder		

Open
Explore
Search...
Scan for Viruses...
Find using QuickFinder...
Sharing...
Copy Disk...
NetWare Copy...
Add to Zip
Format...
Create Shortcut
Rename
Properties

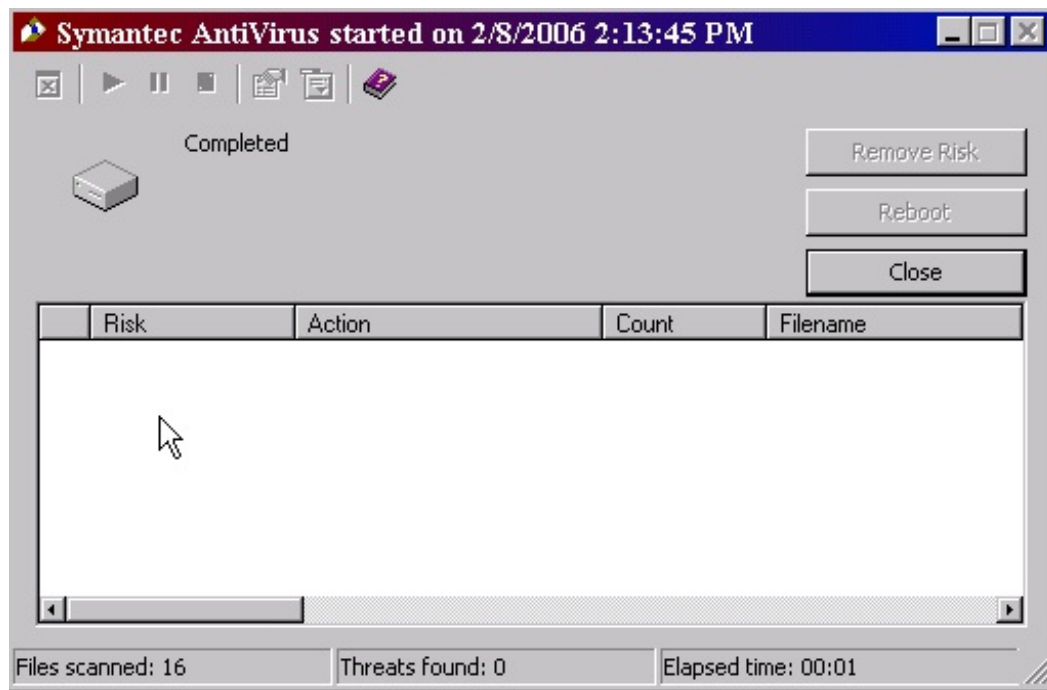
4. **Virus Scanning begins:**



5. **The word *Completed* will appear when scanning is finished.**



6. If a virus is found, it will display.



7. Close the window and remove the disk.

